

## JOB DESCRIPTION

<b>Post:</b>	<b>Human Resources Assistant</b>
<b>Responsible to:</b>	<b>Recruitment Adviser</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Pay Band:</b>	<b>Pay Band 3</b>

## JOB PURPOSE

To support and work closely as part of the Human Resources team, to contribute to the effective operation of the function within the college.

A busy and varied role, providing recruitment advice and support, supporting with the recruitment cycle from vacancy approval to offer and induction.

Proactively contribute to the Human Resources team general performance and to support and implement the new Human Resources strategy.

While duties will normally be site specific, there will be some cross-over and the post holder may be required to spend time at any of the college sites.

## MAIN TASKS

- Undertake administrative support to the Recruitment Adviser, Human Resources Advisers and Head of Human Resources.
- Administer and assist in recruitment and selection of new staff appointments including the administration of induction and probationary review arrangements for new staff.
- Administer Human Resources related documentation, such as offer letters, contracts of employment and leavers.
- Maintain and update the Human Resources database (i-trent), ensuring the database is up to date, accurate and complies with relevant legislation.
- Support with the administration of in-house and external staff development requests

## DETAILS OF MAIN JOB ACTIVITIES

### 1. Undertake Administrative Support to the Recruitment Adviser, Human Resources Adviser, HR Business Partner and Head of Human Resources.

To provide comprehensive administration support and service to ensure the delivery of quality Human Resources to College staff and Management.

### 2. Recruitment Administration

- Prepare job descriptions, person specifications and application packs
- Issue recruitment information packs to applicants and monitor responses
- Liaise with appropriate staff to organise interview programmes
- Invite short listed candidates to interview and oversee arrangements on the day
- Prepare offers of appointment and ensure necessary documentation is sent to new recruits

- Analyse equal opportunities data and close job files once the recruitment cycle is completed.
- Manage and control staff probationary periods and check that all contractual actions are complete.
- To be responsible for managing the Human Resources email inbox, ensuring that queries are followed up and responded to in a timely manner.
- Ability to co-ordinate and book meetings, and diary management.

### **3. Staff Development Administration**

- Record the approval and monitor feedback/evaluations of staff development activities.
- Assist with the organisation of in-house staff development activities including issuing programmes and registers.
- Ensure all new starters are enrolled on the Corporate Induction Programme.
- Organisation and co-ordination of the College Development Days.

### **4. Human Resources Database**

- Maintain and update the Human Resources database (currently iTrent), ensuring accuracy and quality of data at all times.
- Create records on the Human Resources database (iTrent), for all employees including monitoring the receipt of offers.

### **Other Duties Applicable To All Staff Working At Abingdon and Witney College**

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

**PERSON SPECIFICATION**

Criteria	How Assessed
<b>Essential</b>	
Education to Level 2 or equivalent (e.g. GCSE's, GCE O - Levels)	Application Form
Excellent organisational skills	Application Form/Interview
Ability to input accurate data	Application Form/Test
Strong attention to detail in all tasks	Application Form /Test
Ability to prioritise tasks	Application Form/Tests/Interview
Ability to communicate at all levels- internal & external customers	Application Form
Experience of handling confidential information	Application Form
Excellent customer service skills to provide a professional and effective service to meet expectations in terms of quality and timeliness, friendly, courteous and efficient response to all clients	Application Form/ Interview
Experience of team work in a busy department	Application Form/ Interview
A flexible approach to work and the ability to cope under pressure	Application Form/ Interview
Competence in working with all Microsoft packages	Application Form/ Test
<b>Desirable</b>	
Experience of working in a similar environment (HR, recruitment and / or Staff Development)	Application Form
The ability to draft correspondence as required	Application Form
A qualification in HR or willing to undertake the qualification	Application Form/Interview
Recruitment experience	Application Form
iTrent experience	Application Form

## CONDITIONS OF SERVICE

<b>Salary:</b>	Pay band 3
<b>Payment:</b>	Monthly payments direct to bank via BACS
<b>Hours:</b>	As advertise
<b>Holidays:</b>	24 working days, rising to 29 days plus Bank and Public Holidays
<b>DBS:</b>	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
<b>Pension</b>	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

**SAFEGUARDING AND PREVENT** - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

**EQUAL OPPORTUNITIES** - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



**Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:**

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.